

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

AMENDED

POSTING NUMBER: HR-0070

ISSUE DATE: August 30, 2016

TITLE: Program Specialist Trainee

CLOSING DATE: September 13, 2016

DIVISION/UNIT: Codes and Standards / Bureau of Homeowner Protection

LOCATION: DCA Building, 101 S Broad Street, 2nd floor, Trenton

SALARY RANGE: P95: \$41,230.15

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

Analyze fiscal and administrative practices and procedures for the Bureau of Homeowner Protection. Review, interpret and prepare data and statistical reports on the performance of Bureau programs including New Home Warranty, Planned Real Estate Development and Continuing Care retirement Communities. Prepares excel spreadsheets, power point presentations on statistical findings. Assist in the updating of policy and procedures manuals and instructions for implementing Bureau programs. Assist in the analysis of legislation affecting the administration of Bureau programs.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position

ADVANCEMENT:

Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0070
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer